

1. TO:

LEAVE REQUEST

2. FROM (Name, Grade, SSN, MOS)		3. ORGANIZATION AND DUTY TELEPHONE NUMBER	
4. NUMBER OF DAYS REQUESTED AND INCLUSIVE DATES		5. DATE & TIME LEAVE EFFECTIVE	6. DATE AND TIME LEAVE EXPIRES
7. TYPE OF LEAVE REQUESTED	8. NO. OF DAYS TAKEN THIS FISCAL YEAR	9. LEAVE BALANCE	10. ECC
11. ADDRESS WHILE ON LEAVE (Include telephone number and area code. If any change notify your commanding officer) X		12. SIGNATURE OF PERSON REQUESTING LEAVE AND DATE	

"EVERY MARINE RECRUIT A MARINE"

MARINE CORPS ORDER 1050.1 AUTHORIZES A 5-DAY LEAVE EXTENSION OR SPECIAL LIBERTY CHIT TO MARINES ON LEAVE WHO RECRUIT AN ACCEPTABLE APPLICANT FOR ENLISTMENT IN THE MARINE CORPS OR MARINE CORPS RESERVE. CONTACT THE MARINE CORPS RECRUITER NEAREST YOU FOR DETAILS.

APPROVAL OF IMMEDIATE SUPERIOR/COMPANY COMMANDER

13. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REMARKS (if disapproved)	SIGNATURE AND GRADE
14. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REMARKS (if disapproved)	SIGNATURE AND GRADE
15. SIGNATURE (Officer authorized to grant leave)	16. GRADE AND COMPONENT	17. TITLE

MCTFS REPORTING INFORMATION

18. Hour and date of departure	19. Hour and date of return
(Signature of Duty Officer/NCO/Individual)	(Signature of Duty Officer/NCO/Individual)

20. EXTENSIONS

days extension of leave. Your leave will now expire at _____ on _____

(Signature of Granting Officer) (Unit) (Date)

21. HOSPITALIZATION

NAME AND ADDRESS OF HOSPITAL	TIME AND DATE ADMITTED	TIME AND DATE RELEASED
REMARKS/DIAGNOSIS		

(Signature of Physician)

(Date)

22. UNIT DIARY COMPUTATION - INCLUSIVE DATES

NO. OF DAYS CHARGED AS LEAVE

FROM (See Note 1)

THRU (See Note 2)

UNIT DIARY NO.

UTR NO.

NOTE 1: DATE OF DEPARTURE, REGARDLESS OF HOUR, IS A DAY OF DUTY AND NOT CHARGEABLE AS LEAVE.

NOTE 2: DAY OF RETURN IS A DAY OF LEAVE, EXCEPT WHEN RETURN IS PRIOR TO 0900 - THEN IT IS A DAY OF DUTY.